G.M. 1917
573 & 17
Sl. No 3.4

Compilation & Weekly and Monthly Volumes

G. R. S. IX-5]

Previous references.

G.O. No G/2038-87 d/7-3-19
Gen 115-16-17

191

Later references.

File No. 573-17.

Serial Nos. 384

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 384

Part B for November 1918

SUBJECT.

Compilation of Weekly and monthly Volumes

813) From
The Superintendent, G. Press.
2173 d/28-3-1918
Proposes certain measures to issue monthly Volumes of proceedings in the very following month to which each relates instead of on the 15th. of the 2nd following month as at present and solicits advice in the matter.

814) To the Secretaries to Govt.
G.6327-33 d/26-9-1918
Issues certain instructions re the issue of monthly Volumes of Govt Proceedings.

W D 88—GPB—50,000—24-7-13

CD 8/3/19

G. R. S. III—1] 191 .

GENERAL AND REVENUE SECRETARIAT.

(Gen)

NOTES.

File No. 573-170

FILE HEADING.

Compilation of weekly and monthly volumes

From

the Superintendent Govt Press

No. 2113 Dated 28.3.18 Received 1.4.1918

Diary No. 7883	Enclos.	Spare Copies.	Serial No. 3

BRIEF ABSTRACT OF LETTER.

Proposes certain measures to issue monthly volumes of Proceedings in the very following month to which each relates instead of on the 25th of the 2nd following month as at present, and solicits orders in the matter.

NOTES AND ORDERS.

Submitted.

1) The suggestions of the Suptt Govt Press cannot be carried out under the new method of Compiling the Weekly and monthly volumes for the following reasons

a) The Index of abstracts cannot be prepared until

NOTES—First Sheet.

WD 1232—GPB—20,000—18-11-16

7883

General and Revenue Secretariat.

G. R. File No. 573 of 1917.

Serial No.

the copies of the weekly proceedings are read from the Press as the serial no of every abstract is liable to be changed by an addition or ~~subtraction~~ omission of one or two abstracts in one or the other Branches.

b) Secondly the weekly volumes of proceedings for the 4th week of every month are due in G. R.S on the 12th of the next month and the Index of abstracts will be ready only by the 15th of next month.

(3) As regards the suggestions made by the Supdt in para 5 of his letter it is observed that the very idea of compiling monthly volumes is impracticable.

Submitted for orders.

Oslee 13.4.1918

2) It is not possible to send the Index within 8 days of the receipt of the 4 Weeks' Diary. The diary for the last week of April will be received here on 12 May. Each Branch will prepare its Index by 15. The Indexes prepared by the Legal Branch will then be sent to the Legal Editor who will take about

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

(3)

General and Revenue Secretariat. | For File No. 5-73 of 1917.

Serial No.

Four days to prepare a Consolidated Index. Then it will be sent to the Press who will take about 3 or 4 days to send the proofs. These will be corrected in a day or two and sent back to the Press. The Monthly Vol for April may be issued about the 10th of June more than this does not seem necessary and no advance seems called for.

Chupsey

WJ 4/5/17

3) I shall be glad to have the views of the Regr & the Ho Sec. It would be well if the issue of the monthly vols could be expedited.

4) Cannot the indexes be prepared for the several weekly vols as they are received & not left till all the form parts are ready.

Regr & H.S. VIII

COS 10/5

WJ 13/5/17

As the Secretariat is reorganized and Conditions will change, it would be expedient if the question is taken after the Volume is given effect to.

Chupsey WJ.

NOTE—Contn. sheet.

Sec 27/5

WJ 6/6/17

WD 1233—GPB—60,000—1-12-16—S.

(4

G. R. S. III-2]

General and Revenue Secretariat. | G.M. File No. 573 of 1917

Serial No.

x Flag B (para 2)

5) x Para 8 of Memo of instructions dated 15th August 1906 clearly states when the abstarcts for the Weekly Volumes and Indexes should be prepared, and the period allowed for completing and sending the former to the Press. If this rule is strictly followed the 4th week's diary can be closed and sent to the Press by the 4th or 5th of the month following instead of 13th as the Superintendent, Government Press, states in para(3) of his (x) letter and by doing so the printed copies of the 4th week can be expected in the General and Revenue Secretariat within the 9th or 10th of the succeeding month.

(x) D.O. D.

6) Rule 273 of the Office Manual also fixes the time for sending the Consolidated Index to the Monthly Volume to the Press.

7) With reference to para 4 of the Office note (Chief Secretary's query) it is submitted that it is unnecessary to await the receipt of printed copies of the Weekly Volumes for the preparation of Indexes to Government Orders as noted in para 1 (a) of the Office note; but on the other hand it will be very easy to prepare them along with the weekly abstracts. If this work is systematically and regularly done by the Branches and the Index slips sent to the General Indexer in time, it will be very easy for him to consolidate all the --

Receipt 4/5/23

p. 3

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

(5

G. R. S. III-2]

General and Revenue Secretariat. | G.M. File No. 573 of 1917

Serial No.

index slips as soon as those of the 4th week are received by him and transmit the same to the Superintendent, Government Press in time for being printed in the Monthly Volume; and the Monthly Volumes also can be expected by the 25th or the end of the month following.

8) As regards orders to be printed in extenso attention of the Heads of Branches and the Superintendent, Government Press, may be drawn to Rule 269 of the Office Manual and to the instructions conveyed in para 2 (iii) of the Government Order No. G. 4547-52/G.M.72-07-6 dated the 30th June 1908 respectively, which obviate the difficulty experienced in para 4 of the Superintendent's letter.

* Hog B (p.6)

P.U.D.

E.A.M. 27/17

9) Responsibility for work connected with the proceedings volumes seems to be divided at present. The Genl Branch collects the abstracts & sends them to the Press, while the index slips are collected and arranged by the Genl Records Section. It will be better if the collection ~~and printing~~ both of the abstracts & indexes is given to one Branch.

10) As suggested in para 7 above, the indexes should be ~~prepared~~ issued [illegible]

NOTE—Contn. sheet.

G. R. S. III-2]

E.A.M 277-1)

General and Revenue Secretariat. | File No. 92 of 191 7

Serial No.

Sent to the genal indexes once a week instead of once a month.

11) Progs which issue in print sometimes come out long after the date on which they purport to issue. In the case of lengthy orders, of which proofs are called, it is better to date them when the strike or order is given.

12) The principal things seems to be to have some one man responsible for the collection both of the abstracts & index slips

Yes V.) 8/6/18

13) Submitted with reference to para 3.

14/6/18

Yes) 15/6/18

14) I agree in this VIII's suggestions. Reg will please instruct an office memo (with such adaptations as may be necessary to suit the new division work).

Submitted to the Registrar.

3/7/18

15) Put up draft

3/7/18

3/7

REV. SECRETARIAT V GENERAL 8 JUN 1918

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-3-18—S.

G. R. S. III-2]

General and Revenue Secretariat. | File No. 1 of 191

Serial No.

Mr V.S.
Please go through the draft & let me know if you have any further suggestions
Bn. 16/9.

Draft memo is subd.
Hemm 15.9.18
Chief Secy.
Bn. 19/9.

17 Issue.
CSK 17/9/18 Bn.

Fr. Secrett for fwtr completion

4. Official memo. G. 6327-33 dy 26-9-18 Issued certain instructions re the issue of monthly volumes of Govt proceedings
~~Do. all the Secretaries to Govt.~~

C.S. 18 May this be recorded?—
Yes, please
19/11/18 19/11/18

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-8-18—S.

GEN. SEC. 1-APR.1918

1-APR 1918
WD 2638—GPB—1,000—11-5-17

No. 2113

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS,

Dated Bangalore, 28th March 1918.

7883

FROM D. B. Ramachandra Mudaliar, Esq.,
~~C. H. YATES, Esq.,~~ 12754
SUPERINTENDENT, GOVERNMENT PRESS,
BANGALORE.

To C. S. Balasundaram Iyer, Esq., B. A.,
Chief Secretary to Government of Mysore,
B A N G A L O R E.

SIR,

I beg to report that the Monthly Government Proceedings Volumes which were being issued 3 or 4 months after, have been pulled up now and are being issued on the due dates fixed by Government. But I propose to issue them earlier yet, i.e., in the very following month to which ~~it~~ each relates.

2. At present, the Monthly Volume is due on the 25th of the 2nd following month which, in my opinion, is rather too belated.

3. As it now stands the Diary for the 4th week of the previous month is despatched on the 13th of the following month. The index for the volume does not reach ~~in~~ the Press till the 3rd or 4th of next month. If arrangements are made to transmit the manuscripts of the index within two days after the receipt of the 4th week's Diary, the matter could be set up in the Press and proofs submitted within a week after the receipt of "copy". If this proof is returned to Press within two days of receipt, printed copies of the Monthly Volume could be arranged to be issued by the end of the month following.

4. The delay in the issue of the Monthly is also due to the late receipt of Extenso Proceedings that have to be included in the Monthly. While these Proceedings that are received beyond

the

the [illegible] are not included in the Weekly Volumes, they are all required necessarily to be included in the Volumes of the month [illegible] are sent in so late, sometimes by the end of the next month, that it is impossible to insert them without delaying the Monthly unduly.

[illegible] agree to the proposal to issue the Monthly in the [illegible] month, & request that arrangements for the transmission of copy & proofs to the Press on the dates as noted above may be carefully made and also soon after the Weekly Volumes are issued, its index may be prepared and sent immediately instead of waiting till all the four Volumes are issued. Definite orders may be passed as to the inclusion in the Monthly of only those [illegible] in extenso that are received in time, the others being [illegible] in the next Monthly Volume.

[illegible] solicit early orders in the matter.

I have the honor to be,

Sir,

Your most obedient servant,

Superintendent,

Government Press.

hvs

S.O.

G. Ord. 5713-17-4

OFFICIAL MEMORANDUM.

To 6327-33

All Secretaries to Government.

It is noticed that the monthly - - volumes of Government Proceedings generally come out nearly two months after the close of the month to which they relate and proceedings often appear in print long after the date on which they purport to issue. The delay is partly due to the various secretariats delaying the indexing work of the volume till after the issue of the fourth weekly diary of the month and partly to the Press taking an unduly long time ~~xx~~ (nearly a month) in printing the indexes and getting up the volumes.

2. To avoid these delays, the following instructions are issued.

(i) The indexes should in future be prepared and sent to the Chief Secretaria for consolidation not later than 3 days after the publication of the weekly volum The Chief Secretariat should consolidate the indexes as they are received and send them to the Press not later than the 20th of the following month.

(ii) Lengthy orders which take a long time to print should be numbered and date when the "print" order is given,, advance typewritten copies (with file and serial numbers only) being sent where the im - mediate communication of such orders is necessary. Such ~~max~~ copies should be

(11)

be marked in red at top "Advance Copy".

(iii) The Press should also see that all matter connected with the weekly and monthly volumes are dealt with expeditiously and that the time limits prescribed are strictly adhered to

(iv) In no case should the issue of the proceedings volume of a month be delayed longer than the close of the following month.

3. The responsibility for work connected with the proceedings volumes is at present divided; the abstracts are dealt with in the Political Branch and the indexes in the General Records Section. Both the abstracts and the indexes should in future be dealt with in the General Records Section under the direct supervision of the Deputy Registrar who will bring to notice all cases of undue delay.

4. In regard to all other matters the following Memos and Orders already issued will hold good.

Memo dated 15th August 1906.
G. O. No. G. 1297-1302/G.M. 112-05-10 dated 16th August 1906.
Office Memo No. G. 4520/G.M. 72-07-5 dated 30th January 1908.
G. O. No. G. 4547-52/G.M. 72-07-6 dated 30th January 1908.
G. O. No. G. 12038-87/G.M. 115-16-17 dated 7th March 1917.
G. O. No. G. ~~203/-5~~ ~~/G.M. 33-18/~~ ~~8.26.7.18~~ G.1984-901/Gm.26-18-1 "By Order"

25th July 18

Chief Secretary to Government.

Memo No. G6334 Dated. 26-9-18

Copy of the above is forwarded to the

15.9.18

(12

the Superintendent, Government Press adverting to his letter No. 2113 dated 28th March 1918.

"By Order"

For Chief Secretary to Government.

No. G. 6327-33 / G. M. 513-17-4

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
dated 26th September 1918.

OFFICIAL MEMORANDUM.

To—All the Secretaries to Government.

It is noticed that the monthly volumes of Government Proceedings generally come out nearly two months after the close of the month to which they relate and proceedings often appear in print long after the date on which they purport to issue. The delay is partly due to the various Secretariats delaying the indexing work of the volume, till after the issue of the fourth weekly diary of the month and partly to the Press taking an unduly long time (nearly a month) in printing the indexes and getting up the volumes.

2. To avoid these delays, the following instructions are issued:—

(i) The indexes should in future be prepared and sent to the Chief Secretariat for consolidation not later than three days after the publication of the weekly volume. The Chief Secretariat should consolidate the indexes as they are received and send them to the Press not later than the 20th of the following month.

(ii) Lengthy orders which take a long time to print should be numbered and dated when the "print" order is given, advance typewritten copies (with file and serial numbers only) being sent where the immediate communication of such orders is necessary. Such copies should be marked in red at top "Advance Copy."

(iii) The Press should also see that all matter connected with the weekly and [redacted]olumes are dealt with expeditiously and that the time limits prescribed are strictly adhered to.

(iv) In no case should the issue of the proceedings volume of a month be delayed longer than the close of the following month.

3. [redacted]esponsibility for work connected with the proceedings volumes present divided; the abstracts are dealt with in the Political Branch and the indexes in the General Records Section. Both the abstracts and the indexes should in future be dealt with in the General Records Section under the direct supervision of the Deputy Registrar who will bring to notice all cases of undue delay.

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G. O. No. G. 4547-52—G. M. 72-07-6, dated 30th January 1908.
G. O. No. G. 12038-87—G. M. 115-16-17, dated 7th March 1917.
G. O. No. G. 1984-90—G. M. 26-18-1, dated 25th July 1918.

"By Order"

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

Exd.—C.R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 6327-33—G. M. 513-17-4 dated 26th September 1918.

Monthly Volumes.

Issues instructions to avoid delays in printing ...

W D 758—GPB—9-11-18—265

9361

G. R. S. X–10]

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Requisition for Papers.

Section G. M

A

B Jeuy 19

Filed

Deposit

File No. 408-17

Serial No. Sl S 158 etc (1–8
10, 15, 16, 17 — 22

To be put up with Diary No. C.B. 2032 of 192 2

Signature M. W. Ananda Alwar

Branch

Section C. B.

Date 16. 2. 23

G.R.S. 29A]

19

From

Secy. to the Govt. of His Highness
The Maharaja of Mysore,
Genl. and Rev. Dept.

To

Dated

Despatched

Received

General No.
No.

Enclosure No.

G.P.B.—20,000—24-10-40.